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## RENEWAL OF A CREDENTIAL AFTER MILITARY SERVICE

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*The following information applies to the renewal of a credential, certificate or permit held by a person in active military service or one who is a full-time employee of the American Red Cross or the United States Merchant Marine.*

A credential, certificate or permit which expires while the holder is on active duty in the armed forces of the United States or a full-time employee of the American Red Cross or the United States Merchant Marine is automatically continued in force to a date six months after honorable discharge, termination of service, or placement on inactive duty. If the credential certificate or permit expires within six months after the holder honorably leaves such service or has been placed on inactive duty, the document will remain in force until six months after the date of honorable discharge or placed on inactive duty. A credential, certificate or permit need not be renewed while the holder is in active service.

If an individual is employed during the six-month period immediately following his or her discharge or separation, the holder should register his or her document with the county superintendent of schools, presenting evidence of discharge or separation from service as proof of the validity of the credential, certificate or permit.

**A renewal application must be submitted within six months after termination of service or placement on inactive duty.** The application packet consists of an application form, current fee, verification of any completed renewal requirements\*, and evidence of the dates of active service.

Methods of verifying dates in active service include **one** of the following:

1. A photostatic copy of the original discharge document
2. A statement signed by the applicant before a notary public verifying the date of entry into the service and the date of honorably leaving such service or placed on inactive duty

\*If the individual was unable to complete renewal requirements within the six-month period allowed by law, Commission staff will renew the credential by appeal.

Reference: California Education Code, Section 44344(b)(3), 44351 and Title 5, California Code of Regulations, Section 80496.